

City of Wenatchee
Request for Proposals
City of Wenatchee
Saddle Rock Gateway and Outdoor Education Area Project
Project #1524

The City of Wenatchee is requesting proposals for professional consultant services to complete architectural and engineering services for the City of Wenatchee Saddle Rock Gateway and Outdoor Education Area Project.

I. DESCRIPTION/BACKGROUND

Saddle Rock is a 325.12 acre community landmark, acquired by the City of Wenatchee in 2011. It is located in South Wenatchee at the terminus of Circle Street. Because of its close, convenient access and unique physical characteristics, it is used by tens of thousands of local visitors and tourists each year for a variety of recreation and outdoor education purposes ranging from snowshoeing, to walking, running, hiking, and equestrian uses.

Improved access and amenities in the Wenatchee Foothills, particularly Saddle Rock has been identified as the top trail priority by the community through four separate public planning processes to create the 2007 Foothills Trails Plan, 2011 Foothills Community Strategy, and 2006 and 2012 City Parks and Recreation Comprehensive Plans.

This highly visible, community project will complete the final design engineering and the first phase of construction of a project to improve access, safety and function and create an outdoor education area to better serve the existing visitors of Saddle Rock. An exhaustive public design process that spanned 6 years was led by the Chelan Douglas Land Trust to create a conceptual master plan for the site. The process involved user groups, adjoining property owners and the general public. The plan is attached separately to this document in exhibit B.

The concept plan for project was designed to be responsive to the site and minimize grading by using the natural topography to guide the layout. Improvements will include the development of: Trail connections to Saddle Rock to create better separation between pedestrian and vehicular travel and also create a separate equestrian trail connection to minimize potential horse/vehicle/pedestrian conflicts to improve safety. Parking for 54 vehicles with 2 ADA van accessible spaces to address current demands. Storm water from impervious surfaces is proposed to be infiltrated on site. Shade shelters, an accessible trail with interpretive signs and the outdoor classroom are to be constructed to provide educational opportunities for both the general public and also the education programs that visit the area. The outdoor classroom area is an amphitheater that creates focused seating. Permanent, vault style restrooms are to be provided to replace the existing portable restrooms. Fences and gates are to be installed to define boundaries and guide visitors through the site. The project will use native species in the landscaping to help blend the site into the natural surroundings and reduce ongoing maintenance costs. Minimal electrical service is to be provided for security cameras and security lighting.

The project should consider a future phase of the project which includes the development of a bus drop off area, addition of a third shade structure and provision of additional parking. This area would hold 36 vehicles. There is currently no funding available or timeline for the completion of this second phase.

To provide funding for the project, the City of Wenatchee applied for, and received a State of Washington Recreation Conservation Office WWRP Grant in 2014. The project ranked first for funding statewide and has been recognized by legislators and State agencies for excellence. Additional funding for the project is being provided by the City of Wenatchee and the Chelan Douglas Land Trust.

A Cultural Resources Report and Phase One Environmental Assessment for the site have been completed. A SEPA checklist has been completed with the review pending.

The City is soliciting proposals from qualified firms or individuals interested in conducting the tasks generally listed in the Scope of Work below. Qualified firms or individuals should have experience in completing design engineering and construction management of public outdoor recreation projects.

II. PRELIMINARY SCOPE OF WORK (SOW)

The preliminary project Scope of Work generally includes the following, albeit additional tasks may be identified during contract development:

Phase 1 (Design Engineering and Bidding Services)

Scoping and Coordination Meeting(s) – This task includes scoping meetings with City staff to discuss goals and objectives, schedule, deliverables, level of detail, planning concepts and evaluation procedures. The consultant shall propose project coordination meetings as considered necessary to complete the work.

Architectural and Design Engineering – The consultant will be required to provide all architectural, landscaping, and engineering design and related services necessary and required to refine the existing conceptual plan and take the project through to completion. This includes: preparation of construction plans and specifications, and preparation of bid documents. An intermediate set of construction documents shall be submitted at approximately 60% of design completion. This shall include typical cross sections, plan and profile sheets, drainage, storm and erosion control plans, utility plans, traffic control plan, technical specifications and project special provisions, detailed cost estimate and revised general notes. The 60% documents are required to be approved by the State of Washington Recreation Conservation Office.

Survey – The consultant will be responsible for completing all survey work and analysis necessary to complete the design. The property boundary should be used as a guide for the extent of the survey.

Permitting – The consultant shall develop plans and specifications with information to allow the contractor to obtain all permits required to complete the construction of the project.

Bidding Services – The consultant shall prepare construction documents using standard city documents and processes to accompany the plans and specifications. The consultant will advertise for bids, answer bidder questions, review and tabulate bids, and make a recommend award to the apparent low bidder,

Phase 2 (Construction Services)

Construction Management – The consultant shall provide all construction management services necessary and required for the procurement and oversight of contractors, inspection, supervision, management, coordination and administration of the project, so that the required construction work is properly executed, completed within budget and in a timely fashion and conforms to the requirements of the construction documents and to good construction practice. The consultant will be required to provide such services from project commencement through substantial completion, final acceptance, and project close-out. The consultant will work closely with the city for processing payments and addressing change order as necessary.

As-built Documents and Reports- The consultant shall provide as-built drawings upon completion of construction. The consultant shall also provide all materials documentation including O&M manuals if any.

III. Submittal Requirements

General

The proposal shall be in the format described below and each page shall be identified with the project name, proposer's name, and page number.

Cover Letter

The proposal shall include a cover letter, not exceeding two pages in length, which summarizes the key points.

Demonstrated Experience, Schedule & Budget

The proposal shall list previous work experience that demonstrates the ability to complete architectural, design engineering, and construction management services of public outdoor recreation projects. At a minimum, the following information should be included, as appropriate:

- 1) The name of the Principal in charge of the project and the Project Manager
- 2) A list of sub-consultants and their experience related to the scope of work, if sub-consultants are to be utilized.
- 3) The company's philosophy and strategies used to ensure projects are completed on schedule and within budget.
- 4) Any particular aspects of your organization that, by way of background, experience, unique qualifications, or other basis, sets your company or team apart from the competition in its ability to accomplish this particular SOW.
- 5) A proposed outline of tasks, products and project schedule, including team members who will be performing each task. .
- 6) Minimum of two examples of similar projects completed by the firm with references and contact information.

Staff may contact the references to gain additional information on the firm's performance.

IV. SUBMITTAL LOCATION & DEADLINE

Submittal Location

Interested consulting firms or individuals shall submit an original and three copies (4 total) of the proposals to:

David Erickson
Parks, Recreation and Cultural Services Director
City of Wenatchee
1350 McKitttrick Street
Wenatchee, WA 98801

Hand delivered copies may be delivered to the address above between 8:00 a.m. and 5:00 p.m., Monday through Thursday.

Questions regarding this RFP should be directed to Mr. Erickson at 509-888-3280 or Derickson@wenatcheewa.gov.

Proposals Due

All proposals must be sealed in an envelope and identified as "Saddle Rock Gateway and Outdoor Education Area Project". Submittals must be received not later than 5:00 P.M., Monday, February 1, 2016. No submittal or supplemental information will be considered after this time.

VI. ANTICIPATED SCHEDULE

Request for Proposals	January 4, 2016
Proposal Submittal Deadline	February 1, 2016
City Complete Review of Proposals	February 8, 2016
Consultant Selection	February 12, 2016
Detailed SOW and Budget Complete	March 4, 2016
City Council Award Contract	March 10, 2016
Contracts Signed - Notice to Proceed	March 16, 2016
Project Construction Complete	October 30, 2017

VII. CONTRACT

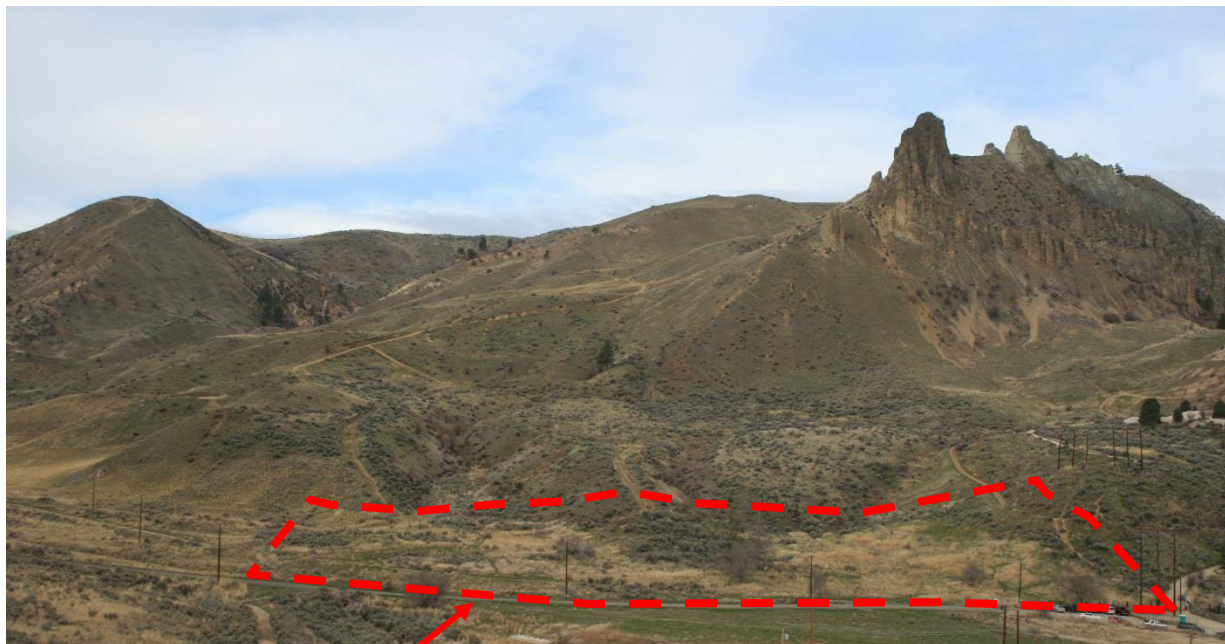
The City intends to contract with the selected firm using the City's Standard Consultant Agreement. The final agreement will incorporate the agreed upon scope of work, responsibilities, deliverables and schedule. Contract award will be authorized by the Wenatchee City Council.

VIII. GENERAL COMMENTS

Any cost incurred by the respondents in preparing and submitting a proposal or making an oral presentation shall be the respondents' sole responsibility.

All responses, inquiries or correspondence relating to this proposal will become the property of the City of Wenatchee. Proposals will be made available for public inspection upon selection of a consultant and return of signed contract.

Exhibit A – Project Site Location with approximate boundary shown



Approximate border

Exhibit B – Concept Plan



WENATCHEE FOOTHILLS
preliminary saddle rock trailhead phasing diagram



City of Wenatchee
Parks & Recreation Department

prepared by
March 2014

